

TOWN of HOPEDALE

Invitation to Bid

Sealed bids are requested by the Town of Hopedale for Contract Cleaning Services for the Police Station, Bancroft Memorial Library and Hopedale Town Hall. Specifications may be obtained on the town's website <http://www.hopedale-ma.gov> or at the Town Hall's Main Office, located at 78 Hopedale Street, Hopedale, Massachusetts 01747 between the hours of 9:00 a.m. and 3:00 p.m. beginning May 25, 2016.

Bids shall be submitted in a sealed envelope and appropriately marked "CONTRACT CLEANING SERVICES FOR POLICE STATION, BANCROFT MEMORIAL LIBRARY AND HOPEDALE TOWN HALL". Bids will be received at the Main Office, 78 Hopedale Street, Hopedale, Massachusetts 01747 on or before Wednesday, June 15, 2016 until 10:00 a.m., at which time and place they will be publicly opened and read.

The town reserves the right to reject any and all bids. The award is subject to the approval of the Hopedale Board of Selectmen.

Town Administrator
Steven A. Sette

**Town of Hopedale
78 Hopedale Street
Hopedale, MA 01747**

SPECIFICATIONS FOR CONTRACT CLEANING

CONDITIONS FOR BIDDING

Sealed bids, plainly marked, for “CONTRACT CLEANING SERVICES FOR Police Station 70 Hopedale Street , Bancroft Memorial Library 40 Hopedale Street and Hopedale Town Hall 78 Hopedale Street” all located in Hopedale, Massachusetts shall be filed in the Office of Susan Brouwer, Executive Assistant to the Town Administrator and Board of Selectmen, at 78 Hopedale Street, Hopedale, Massachusetts 01747 ***on or before 10:00 a.m. on Wednesday, June 15, 2016.***

CONTRACT AWARD / ACCEPTANCE OF BIDS

The Town of Hopedale, acting through its Town Administrator, reserves the right to reject any and all bids in whole or in part and to waive any informalities in bids if, in the sole judgment of the Town Administrator, such action serves the public interest.

The Town herein declares its express intent not to award a contract to any bidder unable to furnish evidence, satisfactory to the town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the requirements of the contract.

1. **BUILDING CLEANLINESS.** It is understood and agreed that only the highest possible standards of cleanliness are acceptable and shall be maintained; that the following specifications are not to be construed as complete, and all items necessary to properly clean the buildings shall be deemed included as though written therein. The Contractor shall be required to redo, at its own expense, a) any work not done according to the specifications or the intent of the specifications, unless performed in accordance with an adjustment thereof by the Town; b) any work done in violation of law or public authority; and c) any work done in accordance with oral instructions not confirmed in writing.
2. **BID BOND.** All bids must be accompanied by a bid security of cash or certified check, Treasurer’s or Cashier’s check by a responsible bank or trust company, or bid bond, payable to the Town of Hopedale, in the amount of 5% of the total bid amount.
3. **CONTRACT AND BOND.** The successful bidder will be required to enter into a contract with the Town of Hopedale in the form attached to these specifications, FORM G. A performance bond in the amount of 100% of the contract protecting the Town as to the completion of the contract will also be required. The bond may be reduced annually to cover the balance of the contract amount.
4. **MANDATORY PRE-BID WALK THROUGH.** The Contractor shall be responsible for the proper cleaning of all areas of the building including storage areas whether specifically listed or not. A mandatory pre-bid conference will be held at the Town Hall and Police

Station at 11:00 a.m. on Wednesday, June 8, 2016 and Noon at the Library, or by special appointment, for bidders to examine the buildings and to acquaint themselves thoroughly with any and all field conditions.

5. **CHANGE ORDERS.** When, and if, field conditions necessitate that changes, additions or deletions be made to the contract, the Town Administrator will issue the necessary change order in writing describing such changes and indicating the amount of the change in the contract price, if any. No extension of time will be allowed for any such change order unless so stated therein. A reduction of time will be charged at the same rate as any additional time required.
6. **INSURANCE.** Prior to the start of work, the Contractor shall submit a certificate of insurance with the following minimum limits:

<u>Coverage</u>	<u>Limits</u>
Workers' Compensation Employers Liability	Statutory \$500,000 each accident \$500,000 each employee – Disease \$500,000 policy limit – Disease
Commercial General Liability	\$3,000,000 general aggregate with a per location endorsement \$1,000,000 per occurrence \$3,000,000 aggregate, completed operations \$1,000,000 personal injury
Automobile Liability	\$1,000,000 per occurrence
Umbrella Liability	\$ 3,000,000 per occurrence \$ 3,000,000 products/completed operations \$ 3,000,000 general aggregate

The Town of Hopedale **must** be named as “additional insured” on all these policies except for Workers’ Compensation.

7. **SUPERVISION.** The Contractor shall give personal supervision to the work and shall employ a **competent supervisor** during the progress of the work. One worker each building (Town Hall, Police, Library) will have a good command of the **English language**. The Contractor shall employ a sufficient number of **competent workers** who are experienced thoroughly in this type of work. The supervisor shall make a detailed inspection upon completion of each night’s work and shall make a daily report listing all work completed.

The Contractor shall discharge or replace from service in the Town of Hopedale any person who, in the opinion of the Town Administrator, is incompetent, disorderly or otherwise unsatisfactory in the performance of the work. This also will include any illegal immigrants to the United States of America.

8. **UTILITIES.** The Contractor may employ for its own use the present electrical and water services of the buildings to be cleaned in order to perform the work to be done. The Contractor shall be held responsible, however, for all damages to such services or equipment, or damage caused by such services, if such damage be by reason of the Contractor's use of such services or equipment.
9. **DEBRIS.** The Contractor shall clean up all debris caused by its operations. No debris shall be allowed to accumulate. The Contractor shall leave all furniture, equipment, etc. in rooms and other places where the work is done in the same position and condition in which it is found.
10. **PROTECTION OF PROPERTY.** The Contractor shall keep all exterior doors locked when the building is unoccupied and **shall be responsible for locking the windows and doors of the building** or any portion or portions of the building, at times other than when they are in normal use. The Contractor shall not open any doors or windows for purposes other than cleaning. Any town property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition by and at the expense of the Contractor. The Contractor shall be responsible for any town property that is lost or stolen during the execution of the work. Smoking by employees is not allowed on town property.
11. **AREAS TO BE INCLUDED.** The areas to be included under the work of the contract shall include the complete Town Hall first floor, stairs leading up to the second level of Town Hall, designated portions of the Town Hall basement and the complete Police Station and Library.
12. **BID FORM.** All bids must be submitted on the attached Bid Form.
13. **LENGTH OF CONTRACT.** The contract shall cover the period from July 1, 2016 through June 30, 2019. The Town shall have the right to terminate the agreement by giving notice to the Contractor of such termination and specifying the date thereof at least thirty calendar days before the effective date of such termination. Notification by the Town shall be written and made by certified mail. Years two and three of the contract are subject to appropriation by the Town of sufficient funding.
14. **TIME OF WORK PERFORMANCE.** Buildings will be cleaned twice per week, each time separated by a minimum of two (2) days. Tasks to be performed shall be done only after normal work hours. On normal work days, the majority of the work shall be done after 4:00 p.m. except on Mondays, when work will be done after 7:00 P.M. at the Town Hall. At the Police Station the work may be begun after 4:00 P.M. At the Library work is to be done on Tuesdays and Thursdays after 5 p.m.. All work for the night must be completed no later than 10:30 p.m. The Contractor will be responsible for supplying enough manpower for approximately 104 days per year to clean the facilities as specified.
15. **EQUIPMENT AND MATERIALS.** The Contractor shall furnish all equipment, appliances, materials and supplies, labor and supervision, unless otherwise specified for performing all operations within this specification. The Town of Hopedale will provide all paper products for bathrooms and all trash bags.

16. **ACCIDENT, FIRE AND SAFETY PREVENTION.** The Contractor shall be responsible for carrying fire, accident and safety prevention policies. (There will be no smoking allowed on Town property.)
17. **METHOD OF OPERATION.** No deviation from the specified method of performance will be permitted. However, the scheduled night(s) for weekly work may be varied if approved by the Town.
18. **IDENTIFICATION.** All employees shall be required to wear uniforms, badges or other means of identification at all times, which are to be furnished by the Contractor and approved by the Town Administrator.
19. **LIGHTS.** Only those lights necessary for cleaning in the immediate areas where employees are working will be lighted. All lights shall be turned off and doors closed and locked in each office or meeting room, unless there is somebody physically in that room cleaning.
20. **SECURITY.** The Contractor shall be responsible for all keys issued to its supervisor. Keys shall not be left in doors, and employees of the Contractor are not to admit anyone into the building where they are working, under any circumstances.

All doors, including fire doors and windows, shall be closed, locked and checked upon leaving each room that has been cleaned. All costs associated with lost keys shall be assessed to the Contractor.
21. **PERSONAL PROPERTY.** Employees of the Contractor shall not disturb papers on desks, open drawers or cabinets, use telephones, computers, radios or television sets, or tamper with personal property.
22. **MINIMUM QUALIFICATIONS.** Each bidder must have a minimum of three years experience cleaning a minimum of 10,000 square feet of building space, and working in a municipal environment.
23. **REPORTING.** Employees of the Contractor shall notify the Town Administrator or his assistant of any building function problems, including: stopped toilets and drains, broken fixtures and equipment, lights out of order, etc. Any unusual condition, such as open or unlocked doors, shall be reported promptly to the Town Administrator or his assistant.
24. **CUSTODIAL CLOSETS.** Closets are to be kept clean and orderly at all times. There shall be no flammable materials stored in these areas.
25. **WEEKLY INSPECTIONS.** Inspections will be performed in conjunction with the Town Administrator, or designee, and the Contractor at least weekly.
26. **QUARTERLY REPORTS.** Contractor will have employees do a check off list of work performed at each building as listed on Addendum A. Reports will be submitted to the Town Administrator's office on a quarterly basis or as requested.
27. **PENALTIES.** Whenever the level of cleaning or supervision provided to carry out the services called for in the contract falls below the levels required or items of work are not

accomplished, the invoices tendered by the Contractor for that applicable period shall be reduced by the Town to reflect services not provided as per contract specifications, and the Contractor consents to the Town's right of reduction.

28. **WORK HOURS.** Each bid shall state the number of work hours scheduled for the daily cleaning activities for each building.
29. **CONTRACT TRANSFER.** The Contractor shall not assign, subcontract, or transfer any interest in this Agreement without the prior written consent of the Town of Hopedale. The Contractor further agrees that none of the services to be performed under this Agreement shall be subcontracted to any other organization, association, individual, partnership or group of individuals without the prior written consent of the Town of Hopedale.
30. **HIRING STANDARDS.** The Contractor agrees that he/she will not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, age or ancestry in connection with the performance of the services under Agreement. The Contractor further agrees that it will comply with all laws, local by-laws, rules and regulations and the regulations of the Massachusetts Department of Labor and Workforce Development and all other regulatory bodies having jurisdiction over the work.
31. **CORI REQUIREMENTS.** The Contractor shall be responsible for securing criminal offender registry information (CORI) checks on all employees prior to their starting work in a town building. **Evidence of the checks shall be given to the Town Administrator. Subject to the requirements of law, the Town reserves the right to review all CORI reports and reserves the right to reject any employee based on the CORI report results.**
32. **INDEMNITY.** The Contractor agrees to indemnify the Town of Hopedale from and against all damages or loss the Town of Hopedale may incur or sustain by or through the misconduct or negligence of any agent, servant or employee of the Contractor during the performance of services required by the contract. The Contractor further agrees to maintain adequate insurance to ensure compliance with the above provision.

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Hopedale, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence or absence of insurance shall in no way limit the scope of this indemnification obligation. The Contractor further agrees to reimburse the Town of Hopedale for damage to Town property caused by the Contractor, its employees, agents, or subcontractors, including damages caused by the use of faulty, defective or unsuitable material or equipment, unless the damage is caused solely by the Town of Hopedale's gross negligence or willful misconduct.
33. **AWARD.** The award will be based upon total three-year cost, satisfactory and reference reports.

BID FORM

To: Mr. Steven A. Sette, Town Administrator
Hopedale Town Hall
78 Hopedale Street
PO Box 7
Hopedale, MA 01747

The undersigned proposes to provide cleaning services at the Hopedale Police Station, and Hopedale Town Hall. The cleaning services proposed shall be in accordance with the specifications prepared by the Town of Hopedale dated May 25, 2016.

<u>Period</u>	<u>Town Hall</u>	<u>Police Station</u>	<u>Library</u>	<u>TOTAL</u>
July 1, 2016 to June 30, 2017	-----	-----	-----	-----
July 1, 2017 to June 30, 2018	-----	-----	-----	-----
July 1, 2018 to June 30, 2019	-----	-----	-----	-----
Grand Totals	-----	-----	-----	-----

The Police Station is a total of _____ productive work hours nightly, including the supervisor.

The Town Hall is a total of _____ productive work hours nightly, including the supervisor.

The Bancroft Memorial Library is a total of _____ productive work hours nightly, including the supervisor.

The bidder acknowledges that whenever the Contractor's actual staffing or supervision provided to carry out the services called for in this contract falls below the levels specified in the contract documents, or items of work are not accomplished, the invoices tendered by the contractor for that period will be reduced by the Town to reflect services not provided. Such reduction may be based on the lost man hours.

Acknowledge Addenda Numbers _____

Signature: _____ Title: _____

Date: _____ Telephone Number: _____

Address: _____

Performance References of Similar Nature
Site Visits Will Be Conducted

1. Name: _____

Company: _____

Address: _____

Tel. No. _____

2. Name: _____

Company: _____

Address: _____

Tel. No. _____

3. Name: _____

Company: _____

Address: _____

Tel. No. _____

FORM A

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of Person signing bid or proposal)

(Name of Business)

FORM B

Individual Form

IF BID IS BY AN INDIVIDUAL, PLEASE FILL IN THE INFORMATION BELOW:

CONTRACTOR

ADDRESS

SOCIAL SECURITY NUMBER

HOME TELEPHONE NUMBER

FIRM TELEPHONE NUMBER

FORM C

Partnership Form

IF BID IS BY A PARTNERSHIP, PLEASE FILL IN THE INFORMATION BELOW

CONTRACTOR

ADDRESS

TREASURY REPORTING NUMBER

TELEPHONE NUMBER

PARTNER

PARTNER

HOME ADDRESS

HOME ADDRESS

SOCIAL SECURITY NUMBER

SOCIAL SECURITY NUMBER

HOME TELEPHONE NUMBER

HOME TELEPHONE NUMBER

FORM D

Corporation Form

IF BID IS BY A CORPORATION, PLEASE FILL IN THE INFORMATION BELOW:

CONTRACTOR

ADDRESS

TREASURY REPORTING NUMBER F.E.I.

TELEPHONE NUMBER

PRESIDENT

VICE-PRESIDENT

HOME ADDRESS

HOME ADDRESS

SOCIAL SECURITY NUMBER

SOCIAL SECURITY NUMBER

HOME TELEPHONE NUMBER

HOME TELEPHONE NUMBER

TREASURER

CLERK

HOME ADDRESS

HOME ADDRESS

SOCIAL SECURITY NUMBER

SOCIAL SECURITY NUMBER

HOME TELEPHONE NUMBER

HOME TELEPHONE NUMBER

FORM E

Certificate of Vote Form

I, _____, Clerk of _____, hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on _____, 200_____, at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

"Voted: That _____

(Name of Officer authorized to sign for Corporation)

name of Officer be and is hereby is authorized, directed and empowered, in the name and on behalf of the Corporation, to sign, seal with the corporate seal, execute, acknowledge and deliver all Contracts, Bonds or obligations of this Corporation; the execution of any such Contracts, Bonds or obligations by such Officer

(Name of Officer)

to be binding upon this Corporation for all purposes and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Town of Hopedale and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the town of Hopedale."

I further certify that _____

(Name of Officer)

is the duly elected _____

(Title)

of said Corporation.

Signed: _____

(Clerk/Secretary)

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL

Countersignature: _____

(Name and Title of Officer)

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign the Contract or other instrument of the Corporation, this Certificate must be countersigned by another Officer of the Corporation.

FORM F

Tax Compliance Form

I certify under the penalties of perjury that to my best knowledge and belief, the bidder named below has complied with all laws of the Commonwealth of Massachusetts relative to taxation, reporting of employees and contractors, and withholding and remitting child support.

*Signature

By: Corporate Officer
(Mandatory, if applicable)

**Social Security # (Voluntary) or
Federal Identification Number

* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

FORM G

AGREEMENT BETWEEN THE TOWN OF HOPEDALE AND

Company Name

FOR BUILDING CLEANING SERVICES

MADE AS OF _____

The Town of Hopedale, Massachusetts, a municipal corporation with an address of Hopedale Town Hall, 78 Hopedale Street, PO Box 7, Hopedale MA 01747 ("Town") and _____, a corporation with a place of business at _____

_____ ("Contractor")
hereby agree as follows:

The Contractor agrees to perform and the Town agrees to pay for the performance of cleaning services for the Town Hall, Police Station, and Library in accordance with the applicable specifications and the following terms:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary for cleaning of the Hopedale Town Hall, Police Station and Bancroft Library in accordance with the specifications contained in **Attachment A**.

ARTICLE 2: TIME OF PERFORMANCE:

The term of the Contract is July 1, 2016 to June 30, 2019, subject to the Town's right of extension and appropriation of sufficient funds, as stated in the specifications.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$ _____.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.
4. The Specifications of the Bid Invitation

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with thirty (30) days written notice for convenience, and for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the Agreement. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement and the performance and functionality of the Apparatus purchased hereunder. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS, NOTICE:

All amendments or any changes to the provisions specified in this agreement can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the Agreement provisions shall be made until after the written execution of the amendment or change to the Agreement by both parties.

Any notice required or authorized hereunder shall be given by certified mail, return receipt requested, to the parties at their respective addresses stated above.

ARTICLE 11: INSURANCE:

Prior to the start of the Contractor's work, the Contractor shall procure for the Contractor's work, and maintain in force with companies licensed to sell insurance in Massachusetts the following:

- Workers' Compensation and Employers Liability Insurance.
- Commercial General Liability Insurance including contractual liability to cover the contractor indemnification obligation. Completed operations coverage to continue in force for 2 years beyond completion of work for Town of Hopedale.
- Automobile Liability Insurance on all owned, leased, hired and non-owned vehicles.
- Umbrella Liability Insurance.

Town of Hopedale shall be named as additional insured on all of these policies except for Workers' Compensation. The additional insured endorsement shall limit that status to the acts or omissions of the Contractor, or the acts or omissions of any party for whom the Contractor is responsible.

All insurance shall be maintained with limits of liability not less than the following:

Coverage**Limits**

Workers' Compensation
Employers Liability

Statutory
\$500,000 each accident
\$500,000 each employee – Disease
\$500,000 policy limit – Disease

Commercial General Liability

\$3,000,000 general aggregate with
a per location endorsement
\$1,000,000 per occurrence
\$3,000,000 aggregate, completed operations
\$1,000,000 personal injury

Automobile Liability

\$1,000,000 per occurrence

Umbrella Liability

\$ 3,000,000 per occurrence
\$ 3,000,000 products/completed operations
\$ 3,000,000 general aggregate

The Contractor shall maintain in effect all insurance coverage required under this agreement at the Contractor's sole expense and with insurance companies acceptable to Town of Hopedale.

All insurance policies shall contain a provision that the coverage afforded shall not be canceled or non-renewed, nor restrictive modifications added, until at least 30 days prior written notice has been given to Town of Hopedale, unless otherwise specifically required in contract documents.

Certificates of Insurance shall be filed with Town of Hopedale prior to the commencement of the Contractor's work.

In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Town of Hopedale may purchase such coverage and charge the expense thereof to the Contractor or terminate this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CONTRACTOR
by

TOWN OF HOPEDALE
by

Name: _____

Steven A. Sette, Town Administrator

Title: _____

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:

Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CONTRACTOR
by

Name: _____

Title: _____

TOWN OF HOPEDALE
by

Steven A. Sette, Town Administrator

ADDENDUM A

Hopedale Town Hall, Police Station and Bancroft Library

Specifications for the Hopedale Town Hall

Cleaning Contract

General and Executive Offices	D	W	M	Q	A
Empty all wastebaskets, damp wipe exterior surfaces of all containers, replace liners and remove trash to designated disposal area.	X				
Dust and spot clean all horizontal surfaces of counter tops, desks, chairs, tables, office equipment, window ledges, heating units, partitions, doors, door frames and light switches.	X				
Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, partitions and wall decorations.	X				
Dust all pictures, charts and similar wall hangings.			X		
Damp wipe all telephones with a disinfectant cleaner.	X				
Dust all chair and table legs, rungs, baseboards, ledges, moldings and other low reach areas.			X		
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories above 72 inches			X		
Vacuum clean all traffic areas and soiled carpeted surfaces. Inspect carpet for spots and remove stains on floors & carpets.	X				
Vacuum clean all exposed carpeted surfaces including edges, corners and under easily moved furniture.	X	X			
Spot clean all door and partition glass.	X				
Completely clean all door and partition glass.		X			
Clean interior windows & dust window blinds			X		
Wet wash floor in main office area			X		
Clean glass door and side windows inside and out		X			
Clean and sanitize drinking coolers.	X				
Corridors	D	W	M	Q	A
Dry mop floors, remove gum, and all scuff marks. Remove all adhesives and scrub wash floors.	X				
Add restorer and Burnish floors of all corridors and main office floor			X		
Vacuum all entrance mats, remove stains, gum and adhesives.	X				
Remove smudges from walls, glass, doors frames, handles, switch plates, kick and push plates.	X				
Clean all window surfaces inside & out		X			
Clean Posting Cases and windows	X				
Dust all ledges, moldings, heaters, shelving and wall hangings.	X				
Clean all doors and door frames.		X			

Legend D = Daily, W= Weekly, M = Monthly, Q = Quarterly, A = Annually

Specifications for the Hopedale Town Hall Cleaning Contract

Stairwells	D	W	M	Q	A
Sweep or dry mop all stairs and landings, spot clean spills and remove gum.	X				
Damp mop all stairs and landings and remove spots/stains		X			
Dust high ledges and walls.			X		
Wash stair treads			X		
Wash handrails removing smudges, oils, gums and adhesives.		X			
Meeting Rooms	D	W	M	Q	A
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Clean door glass in and out	X				
Dust tops of file cabinets, desks, window, & ledges, blinds	X				
Spot clean walls, doors, door frames, switches and partitions	X				
Carpeted meeting rooms-vacuum all traffic areas and soiled carpet surfaces and under easily removed furniture. Inspect carpet for spots and remove stains.	X				
Clean and sanitize drinking coolers.	X				
Restrooms	D	W	M	Q	A
Clean and refill all dispensers (materials to be supplied by the town), hand towels, toilet paper, soap and sanitary dispensers	X				
Clean walls, ceilings partitions, louvers and vents.	X				
Clean mirrors, doors & frames, powder shelves, etc.	X				
Clean and sanitize all fixtures, wash basins, urinals, toilet bowls including underneath plumbing fixtures	X				
Polish all bright work.	X				
Sweep and damp mop with a disinfectant cleaner all floors-paying attention to edges, corners and lower wall base.	X				
Scrub floors with a disinfectant cleaner and wash all lower areas			X		
Empty all wastebaskets, exchange trash can liner, clean exterior of containers.	X				
Wash and disinfect all partitions and walls.		X			
Dust all ledges.		X			
Clean and polish door kick plates.		X			
Change light bulbs when needed inside and outside of station. Attend to other cleaning matters as requested by the Dept Head as needed.		X			
Outside Walks and Stairs	D	W	M	Q	A
Sweep area in front of General Office (remove leaves and debris leaves)					
Sweep covered area in front of Assessor's & Town Clerk (remove leaves and debris) leaves)					

Legend D = Daily, W= Weekly, M = Monthly, Q = Quarterly, A = Annually

Specifications for the Hopedale Police Department Cleaning Contract

Chief's Office	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Wash all windows.		X			
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect counter and table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Booking Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Dry mop floor. Disinfect countertop. Wash all windows. Damp wipe telephone with disinfectant cleaner. DO NOT TOUCH EQUIPMENT.		X			
Strip and polish floor					X
Disinfect all door knobs and hardware. Wash Windows.		X			
Holding Cell Area and Cells	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
AS NEEDED WHEN CELLS BECOME CONTAMINATED: Decontaminate cells as required under state and federal guidelines.		X			
Wash interior of cells (walls floors) with disinfectant solution. Disinfect Toilet and Sink. Clean both and polish.		X			
Wash all windows. Replace toiletries as needed		X			
Strip and polish floor					X
Disinfect all door knobs and hardware.		X			

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Specifications for the Hopedale Police Department Cleaning Contract

Patrol Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Strip and polish floor & stairs					X
Disinfect all door knobs and hardware. Wash Windows.		X			
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect counter and table surface.		X			
Dry mop floor. Disinfect countertop. Wash all windows. Damp wipe telephone with disinfectant cleaner. Remove scuff marks. DO NOT TOUCH EQUIPMENT.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers. Dry mop stairs.		X			
Locker Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Disinfect all door knobs and hardware. Wash Windows.		X			
Sally Port	D	W	M	Q	A
Wash all windows.		X			
Sweep floor.		X			
Disinfect all door knobs and hardware.		X			
Misc	D	W	M	Q	A
Change light bulbs when needed inside and outside of station. Attend to other cleaning matters as requested by the Dept Head as needed.		X			
ANY PERSONNEL HIRED TO PERFORM ANY OF THE ABOVE WORK WILL BE SUBJECT TO A CORI / BACKGROUND CHECK PRIOR TO ADMITTANCE TO THE POLICE DEPARTMENT FACILITY.					

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Specifications for the Hopedale Police Department Cleaning Contract

Conference Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Wash all windows.		X			
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect counter and table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Sergeant's Office	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Damp wipe all telephones with a disinfectant cleaner.		X			
Disinfect all door knobs and hardware. Wash Windows.		X			
Lieutenants Office	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Wash all windows.		X			
Damp wipe all telephones with a disinfectant cleaner.		X			
Disinfect all door knobs and hardware.		X			

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Specifications for the Hopedale Police Department Cleaning Contract

Chief's Office	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Wash all windows.		X			
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect counter and table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Booking Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Dry mop floor. Disinfect countertop. Wash all windows. Damp wipe telephone with disinfectant cleaner. DO NOT TOUCH EQUIPMENT.		X			
Strip and polish floor					X
Disinfect all door knobs and hardware. Wash Windows.		X			
Holding Cell Area and Cells	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
AS NEEDED WHEN CELLS BECOME CONTAMINATED: Decontaminate cells as required under state and federal guidelines.		X			
Wash interior of cells (walls floors) with disinfectant solution. Disinfect Toilet and Sink. Clean both and polish.		X			
Wash all windows. Replace toiletries as needed		X			
Strip and polish floor					X
Disinfect all door knobs and hardware.		X			

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Specifications for the Hopedale Police Department Cleaning Contract

Patrol Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Strip and polish floor & stairs					X
Disinfect all door knobs and hardware. Wash Windows.		X			
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect counter and table surface.		X			
Dry mop floor. Disinfect countertop. Wash all windows. Damp wipe telephone with disinfectant cleaner. Remove scuff marks. DO NOT TOUCH EQUIPMENT.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers. Dry mop stairs.		X			
Locker Room	D	W	M	Q	A
Wipe down & dust heater inlets and outlets. Clean all debris & dust that may have fallen.				X	
Remove all finger marks and smudge marks from all vertical surfaces, including doors, door frames, around light switches, wall decorations, kick & push plates. Clean Windows. Disinfect table surface.		X			
Empty all wastebaskets, exchange trash liners. Dispose of trash in proper location. Clean exterior of containers. Disinfect containers.		X			
Carpeted rooms - vacuum all traffic areas & soiled carpet surfaces & under easily removed furniture. Inspect carpet for spots & remove stains.		X			
Disinfect all door knobs and hardware. Wash Windows.		X			
Sally Port	D	W	M	Q	A
Wash all windows.		X			
Sweep floor.		X			
Disinfect all door knobs and hardware.		X			
Misc	D	W	M	Q	A
Change light bulbs when needed inside and outside of station. Attend to other cleaning matters as requested by the Dept Head as needed.		X			

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Specifications for the Bancroft Library Cleaning Contract

General / Executive Offices	D	W	M	Q	A
Clean all areas above 72" high, ceiling, rafters and tops of bookcases in upstairs					X
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area.	X				
Empty blue recycle wastebaskets into green recycle bins outside recycle cans,	X				
Put trash can(s) at front sidewalk		X			
Damp wipe all telephones with a disinfectant cleaner	X				
Dust and spot clean all horizontal surfaces of counter tops, desks, chairs, tables, office equipment, window ledges, heating units, partitions, doors , door frames and light switches.	X				
Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, partitions and wall decorations.	X				
Dust all pictures, charts and similar wall hangings.	X				
Dust all chair and table legs, rungs, baseboards, ledges, moldings and other low reach areas .	X				
Dust all horizontal surfaces of furniture, fixtures, equipment and accessories above 72"		X			
Vacuum clean all traffic areas and soiled carpeted surfaces .	X				
Inspect carpet for spots and remove stains.	X				
Vacuum clean all exposed carpeted surfaces including edges, corners and under easily moved furniture.	X				
Vacuum leaded windows from top to bottom with provided HEPA vacuum. (Lead dust environmental issue)				X	
Completely clean all door and partition glass at all doors.	X				
Steam (or dry) clean all carpets					X
Corridors and lobby	D	W	M	Q	A
Damp mop floors, remove gum, and all scuff marks.	X				
Add restorer and Burnish tile floor area in basement corridor.				X	
Vacuum all entrance mats; remove stains, gum and adhesives.	X				
Remove smudges from walls, glass, doors frames, handles, switch plates, kick and push plates.	X				
Dust all ledges, moldings, heaters, shelving and wall hangings.		X			
Clean all doors , door frames and door glass.	X				

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Specifications for the Bancroft Library Cleaning Contract

Stairwells	D	W	M	Q	A
Sweep or dry mop all stairs and landings, spot clean spills, remove gum.	X				
Damp mop all stairs and landings.	X				
Dust all framework and risers and door frames		X			
Wash handrails	X				
Elevator	D	W	M	Q	A
Sweep or dry mop inside elevator	X				
Damp mop floor inside elevator		X			
Remove smudges from walls, glass, door frames, handles		X			
Meeting Room	D	W	M	Q	A
Empty all wastebaskets, damp wipe exterior surfaces of containers, replace liners and remove trash to disposal area	X				
Damp wipe refrigerator, small oven and microwave.	X				
Disinfect kitchen counter	X				
Damp mop kitchen area	X				
Dust tops of file cabinets, desks, window & ledges	X				
Spot clean walls, doors, door frames, switches and partitions	X				
Vacuum clean all carpet area. Inspect carpet for spots and remove stains.	X				
Steam clean all carpet areas					X
Restrooms	D	W	M	Q	A
Clean and refill all dispensers: hand towels, toilet paper, soap and sanitary dispensers (materials to be supplied by the library)	X				
Clean walls, ceiling partitions, louvers and vents	X				
Clean mirrors, doors & frames, powder shelves, etc.	X				
Clean and sanitize all fixtures, wash basins, toilet bowls including underneath plumbing fixtures	X				
Polish all bright work	X				
Sweep and damp mop with a disinfectant cleaner all floors - paying attention to edges, corners and lower wall base.	X				
Empty all wastebaskets, exchange trash can liner, spot clean exterior of containers.	X				
Wash and disinfect all partitions and walls		X			
Dust all ledgers	X				
Outside Walks and Stairs	D	W	M	Q	A
Sweep front steps	X				
Sweep covered area outside of the back door	X				

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